



USAID | BENIN

FROM THE AMERICAN PEOPLE

April 2, 2007

SUBJECT: Solicitation No. 680-07-009
Painting and Installing Carpet in USAID/Benin Offices

Date of Publication: April 2, 2007
Closing Date : April 12, 2007
Closing Time : 12:00

USAID/BENIN is an equal opportunity employer. We encourage all qualified candidates to apply. Persons with disabilities will be assisted and receive reasonable accommodation.

SECTION A – DESCRIPTION/STATEMENT OF WORK

I. PURPOSE

The purpose of this solicitation is to procure the services of a local firm to install carpets in the Financial Management Office (FMO) and paint offices at FMO, the Personnel Office (EXO), and the Director's Secretary Office.

II. STATEMENT OF WORK

The contractor shall perform the following services in the USAID/Benin Offices:

- Painting;
- Carpet installation (floors) ;
- Cleaning the immediate environment;
- Evacuating rubbish produced.

1. Painting at OFM, Personnel Assistant Office, and Director's Secretary Office:

The contractor shall:

- Furnish FOAM of white color paint and all necessary equipment and supplies;
- Use the FOAM paint to paint the ceilings and the walls in the OFM Section offices, Personnel Office and Director's Secretary Office areas only;
- Ensure that the work is well done and that the paint adheres to the wall and does not detach after drying.

2. Carpet installation at OFM

The contractor shall:

- Install carpet squares measuring 50 cm X 50 cm over a total surface area of 260m², paying careful attention to the electricity and wiring;
- Install the carpet squares, paying careful attention to the layering and respecting the shapes and patterns in order to get a continuity of the squares' designs;
- Provide and install "Abzeria" wood baseboards. The baseboard dimensions are as follows: depth: 2.5 cm; height: 10 cm; length: not to exceed 50 cm;
- Provide and install aluminum nosing for five (05) door sills;

Note: USAID will provide the carpet squares for their installation.

III. PERFORMANCE PERIOD

The performance period of these services will be during two consecutive weekends, starting the weekend after the date of award and acceptance of the contract.

IV. MINIMUM OFFEROR REQUIREMENTS

All offerors must:

- Have specific expertise in carpeting and painting;
- Have no record or complaints of unsatisfactory performance;
- Submit a proposal that is complete, in the required format, and in compliance with all requirements of this solicitation.

V. CONTRACT ADMINISTRATION

1. Cognizant Technical Officer

The Cognizant Technical Officer (CTO) for this activity is the Supply Clerk, Mr. Clement Capo-Chichi.

2. Technical Directions

The Contractor shall perform the task described above under the technical direction of the Authorized Representative of the Contracting Officer stated above. As used herein, "Technical Directions" are directions to the Contractor which fill in details, suggest possible lines of inquiry, or otherwise complete the general statement of work. "Technical Directions" must be within the terms of the contract, shall not change or modify the terms in any way, and shall not constitute changes which may only be accomplished by the Contracting Officer.

3. Inconsistency between English version and translation of contract

In accordance with FAR 52.225-14, in the event of inconsistency between any terms of the contract and any translation into another language, the English language meaning shall control.

SECTION B – SUBMISSION/PROPOSAL REQUIREMENTS

B.1 Submission

Proposals should be sent to the address below **no later than April 12, 2007 at 12:00.**

USAID/BENIN/Procurement Office
Rue Caporal Anani Bernard
01 B.P. 2012
Tél.: 21-30-05-00
“SOLICITATION No. 680-07-009”

B.2 Proposal Requirement

The technical proposals will be reviewed by a Technical Evaluation Committee. Offerors whose proposals are evaluated as responsive may be invited for an interview.

Reference checks will be performed by the Technical Evaluation Committee.

Prospective offerors shall submit two proposals: a technical and a financial. Proposals will be reviewed in accordance with the selection criteria in Section C below.

Interested offerors/local firms shall submit a proposal (in French or in English) composed of:

- A technical proposal (in 1 original and 3 copies) that should:

- Address how the offeror intends to carry out the tasks contained in the Statement of Work.
- Consider each of the Evaluation Criteria specified in Section C below.
- Contain references of the offeror's qualification and experience in carpeting and painting.

- A financial proposal (in 1 copy) that provides:

- A budget with detailed line items and justification for each proposed line item.
- Proof of financial capability to pre-finance all costs.

SECTION C – SELECTION CRITERIA

A. Technical Evaluation:

A primary consideration shall be the effectiveness of the offeror in the delivery of carpeting and painting services based on demonstrated past performance. The evaluation will be based on written proposal as submitted, but may include an oral interview.

Specifically proposals will be evaluated on the basis of the following criteria:

1.1 Working experience in floor covering and interior decoration including painting (provide references)	40%
1.2 Business setup equipment and materials	20%
1.3 Technical qualification of personnel (provide diploma or certificate of training in the trade)	40%
TOTAL	100%

B. Financial Evaluation:

Price has not been assigned a numerical weight, but will be evaluated on the basis of cost realism. Offerors are reminded that the Government is not obliged to award the contract on the basis of the lowest proposed cost or to the offeror with the highest technical evaluation score. Therefore, after the final evaluation of the proposals, the Contracting Officer will make the award to the responsible offeror whose proposal offers the best value to the Government, considering both technical and cost factors.

Sincerely,



Rosalind Sika
Contracting Officer

Clearance: Clement Capo-Chichi, CTO

